

~~EYES ONLY~~

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ORD-6564-67

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, CSP

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED] GS-3 to GS-4

25X1A9a
1. The purpose of this memorandum is to recommend personnel action for the promotion of [REDACTED] from GS-3 to GS-4.

25X1A9a
2. [REDACTED] has been assigned to Office of Research and Development Registry for the past 3 1/2 months. She was assigned to ORD directly from the clerical pool, thereby having little knowledge of the organization of the Agency, and has more than fulfilled the position assigned her.

25X1A9a
3. During the absence of [REDACTED] Chief, Registry/ORD from the office for three weeks, she maintained the operation of Registry/ORD with very little guidance from other ORD personnel. She was able to keep the operation of the mail flowing and also had the responsibility of the Special Material and Cover Mail.

4. Due to her outstanding performance since she has been with ORD, it is strongly recommended that [REDACTED] be promoted from GS-3 to GS-4 at the earliest possible date. 25X1A9a

25X1A9a
[REDACTED]

Administrative Officer
Office of Research and Development

Distribution: =

Original & 1/- Addressee

✓ 1 - Special Panel/CSP

1 - AO/ORD

AO/ORD/DD/S&T [REDACTED] dpc 2637 (24 November 1967)

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SUBJECT: 25X1A9a
Recommendation for Promotion -
[REDACTED]
GS-3 to GS-4

APPROVAL:

/s/
Director of Research and Development

12/18/67
Date

-2-

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EYES ONLY

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